



**CITY OF
TUCSON**

PLANNING &
DEVELOPMENT
SERVICES
DEPARTMENT

SIGN CODE
DIVISION

SIGN CODE GRADE LEVEL DETERMINATION REQUEST

In the Sign Code, freestanding and other signs unattached to buildings have height limits. Per Section 3-11, the height of a sign is the vertical distance measured from grade to the highest point of the sign. Grade, per Section 3-33, is the lowest point of the elevation of a finished surface within a 20 foot radius of the base of the sign, usually not extending beyond the property line. For signs proposed in a retention basin, or similar circumstance, the Sign Code authorizes the Sign Code Administrator to determine elevation of grade from which the height of the sign may be measured.

To request a Grade Determination, send a letter to the Sign Code Administrator with the following:

1. The name, address, telephone number of those requesting the letter, and of those who are to receive copies of the letter.
2. The address of the property.
3. Copy of the last city approved site/development plan showing positions of all signs to be reviewed for grade level.
4. Copy of the last city approved grading plan showing land and water surface elevations and showing locations of signs to be reviewed for grade level.
5. Elevation view of proposed/dimensioned signs showing relation to grade at the base of the sign and grade within the 20' radius. Label types of surfaces within the 20' radius (basin, sidewalks, etc.) and call out their distance to the base of the sign, and the height difference from the base of the sign to the lowest point within 20' radius.
6. Photos of the proposed location of the sign and or aerial photos.
7. Any data which may assist with review (i.e. prior sign or retention wall permits).

A separate letter to the Sign Code Administrator is required for each property needing a grade determination. The cost for each letter is \$148.50 dollars, with an archive fee of \$16.50. A check for the correct amount (\$165.00 total) should be included with each request, payable to the City of Tucson. A written Grade Determination will be issued within five (5) working days of receipt of payment, and the determination is valid for six months from date of issuance. Indicate in your letter if you prefer to have the letter mailed, faxed, emailed or picked up in person. Address the request to:

Sign Code Administrator
City of Tucson Planning & Development Services Department
P. O. Box 27210
Tucson, Arizona 85726-7210

You may fax a Grade Determination request to 520-879-8010, or email: DSD_SIGNS@TUCSONAZ.GOV The \$165.00 fee may be mailed and the Sign Code Compliance letter will be completed upon receipt of the check.

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Planning & Development Services Department (DSD) - 201 North Stone Avenue
P.O. Box 27210 - Tucson, AZ 85726-7210
Telephone: (520) 791-5550 - Fax: (520) 879-8010
Website: WWW.TUCSONAZ.GOV/DSD
EMAIL: DSD_SIGNS@TUCSONAZ.GOV